

SPOUSE AND DEPENDENT DEATH CHECKLIST

Case Number: _____

<u>Names</u>	Spouse	Child
Dependent _____	Date of Death _____	
Sponsor _____	SSAN _____	
Unit _____	<u>Phone</u> _____	<u>Fax</u> _____
CACO _____		
DAO _____		

Benefits for a Dependent Death

- 1) CG pays for the cost to removal of the remains and send to a mortuary or funeral home.
- 2) CG pays for the cost to ship the remains from the funeral home to the burial site, selected by the member.
- 3) SGLI pays \$10,000 for child and up to \$100,000 for spouse, if member has SGLI coverage. Dependent parents are not covered by SGLI at all.

Required Forms:

<u>Document</u>	<u>Responsibility</u>	<u>Source</u>
Birth Certificate (if a newborn death)	provided by Family or DAO	
Death Certificate	provided by Family or DAO	
SGLV-8283a <i>Claim for Family Coverage Death Benefits</i>	Member or member's command	http://www.insurance.va.gov
SGLV-8700 <i>Report of Death</i>	COMDT (G-WPM-2)	http://www.insurance.va.gov/SgliSite/forms/forms.htm

Process

- 1) Command issues Personnel Casualty Report
- 2) DAO/CACO/member stop Spousal SGLI deductions
- 3) DAO/CACO/Family get death certificate, birth certificate if required, and complete SGLV-8283A.
- 4) DAO/CACO fax Death Certificate, birth certificate if required, and completed SGLV-8283A to Commandant G-WPM-2 at (202) 267-4823.
- 5) G-WPM-2 completes a SGLV-8700 and faxes entire package to OSGLI.
- 6) OSGLI issues payment to military member.

USCG HQ Check Off List

	<u>DATE</u>	<u>INITIALS</u>
Recorded in Death Log	_____	_____
This form (check-list) e-mailed/faxed to unit POC	_____	_____
Commandant Condolence Letter prepared	_____	_____
Commandant Condolence Letter sent to family	_____	_____
Death Certificate Received at USCG HQ	_____	_____
Birth Certificate (newborns only) Received at USCG HQ	_____	_____
SGLV-8283A received at USCG HQ	_____	_____
USCG HQ completed SGLV-8700	_____	_____
OSGLI Notified (Death Certificate, SGLV-8700, SGLV-8283A)	_____	_____
DAO/CACO (SGLV-8700)	_____	_____

SPOUSE AND DEPENDENT DEATH CHECKLIST (reverse)

Case Number: _____

All Dependent deaths shall be immediately reported by phone or E-mail to the member's command and the nearest ISC Decedent Affairs Officer (DAO). The member should notify the command. The command will then notify the ISC DAO. The command will follow this notification with a Personnel Casualty Report, using the format found in Enclosure 7 of the Personnel and Pay Procedures manual. The ISC DAO will also notify EAP. The command will assign a CACO to assist the member in receiving work-life counseling and submitting a life Insurance Claim to SGLI, if applicable.

SGLI eligibility. If the member has their own SGLI coverage

- a) Any dependent child is automatically covered for \$10,000, the coverage is free, and cannot be cancelled by the member.
- b) A spouse is covered, up to \$100,000, if the member has purchased SGLI coverage.